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TO: All DWD Staff and non-DWD Staff with
Access to Agency Technology Systems

FROM: Alan D. Degner, Commissioner

DATE: December 1, 2003

SUBJECT: DWD Policy 2003-17
Computer Use Policy

PURPOSE: To publish new guidelines for the use of State of Indiana and DWD computer usage.

RESCISSION: This policy supersedes the Employee Use Agreement for State Provided Internet Service.

CONTENT: This policy contains important information about the responsibilities and rules users must follow once granted access to the State of Indiana and DWD computer facilities. A signature indicates that an individual understands the terms of this policy. A copy of the signed policy will be placed in the DWD's employee personnel file, State Personnel file or other security files.

User's Responsibility:

In consideration for accessing and using the State of Indiana computer facilities, networks, Internet, Intranet or Extranet connections, electronic mail, licensed or developed software, software documentation or electronic data of any kind (hereafter referred to as "information"), I understand and agree to the following rules:

I shall use information and computing resources consistent with the agency's ethics policy or, in the absence of the agency's ethics policy, the State Ethics Commission's policy.

I understand that computer passwords are confidential and should not be shared with, or used by, any other person.

At no time will I share or use another person's computer password.

I shall use care in protecting information from unauthorized access, misuse, theft, damage, destruction, modification or disclosure.

At no time shall I access, or attempt to access, any information without having the express authority to do so.

At no time shall I access, or attempt to access, any information in a manner inconsistent with the approved method of system entry.

At no time will I leave a workstation without first ensuring that I have properly secured the workstation from unauthorized access.

I understand that all information developed while on the job or while using state facilities or resources will be the exclusive property of the State of Indiana.

I shall not copy, share, distribute, disclose, sublicense, modify, reverse engineer or sell any software licensed, developed or being evaluated by the state unless I have received prior written approval from DWD's Chief Information Officer (CIO) to do so. At all times I shall use care to protect and keep such software strictly confidential in accordance with the license or any other agreement by the state.

The use of state software on non-state equipment is permitted only if I have received prior written approval from DWD's CIO. If I require software to perform job functions off site (consistent with the Telework Policy of State Personnel and Workforce Development), I must have prior written approval from the appropriate authority within the agency and DWD's CIO.

I shall only use equipment or software owned, licensed or being evaluated by the state, or approved for use by DWD's CIO. I may not use personal or third-party equipment or software at state facilities unless I have received prior written approval from my supervisor and from the CIO. I understand that the LAN administrator must perform a virus scan on any software prior to installation. I understand that all software used on state computers will be procured properly through the appropriate state procedures.

I understand that the state reserves the right to monitor use of all state-provided equipment and information including, but not limited to, electronic mail, Internet and Intranet. I understand that the state may conduct unannounced internal audits of software to monitor and assure compliance with state policy.

If I am found in violation of this Computer Use Policy, I may face disciplinary actions including reprimand, suspension, termination of employment or criminal or civil prosecution if the act is a violation of law.

I understand that this policy may be modified to reflect any changes in state policy or procedures. I will be notified in writing of any modifications and will be required to adhere to the modifications.

EFFECTIVE DATE: Immediately
REVIEW DATE: November 17, 2003
OWNERSHIP: DWD Information Services

ACTION: Each user must read and sign this computer use policy. A copy of the signed policy will be distributed to the user, the original will be placed in DWD employee's personnel file, State Personnel and DWD's security files.

STATUTORY AUTHORITY: IC 4-23-16

REFERENCES: None

User's Name: _____
(Print name)

User's Signature: _____

User's Location: _____

Date Signed: _____

Check one: DWD Staff ☐

Other ☐